



Terms of Reference (TOR)

Call for Stationery Supplier 2024-25

Title	Call for Office Stationery Supplier
Timeline	One Year (1st April 2024 to March 31st 2025)
Expected area of expertise	Stationery and Housekeeping Products seller
Email and website	https://forms.gle/7j89vJeiL1Nz8Q166 (Contact Procurement for Form Link)

About SELCO Foundation:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. Summary of the project:

SELCO Foundation requires a variety of stationery and housekeeping products to support its day-to-day operations. In terms of stationery, items such as pens, pencils, notebooks, sticky notes, paperclips, staplers, and files are essential for day-to-day administrative tasks. Additionally, printing supplies like ink cartridges and printer paper are needed to produce documents. As for housekeeping products, SELCO needs cleaning agents like disinfectants and detergents to maintain a clean and hygienic work environment. Other items such as trash bags, brooms, mops, vacuum cleaners may also be required for regular maintenance activities.

2. Scope of Work

Following stationery Items are required in Monthly basis to supply based at requirements

<i>Stationery Items</i>

<i>Sl Number</i>	<i>Item Description</i>	<i>Brand</i>	<i>Size</i>	<i>Qty</i>	<i>Price</i>	<i>Gst</i>	<i>Total Price</i>
1	A4 Sheet	JK	A4	40			
2	Artline Silver Pen	Artline		12			
3	Chalks Color	Apsara	Small	4 Box			
4	Chalks white	Apsara	Small	4 Box			
5	Battery	Duracel	AA	20			
6	Battery	Duracel	AAA	20			
7	Cloth Cover Green (Envelope Cover)		A4	30			
8	Binder Clip 15mm	JP9	15MM	2Box			
9	Binder Clip 19mm	JP9	19MM	2Box			
10	Binder Clip 25mm	JP9	25MM	2Box			
11	Binder Clip 32mm	JP9	32MM	2Box			
12	Binder Clip 41mm	JP9	41MM	2Box			
13	Binder Clip 51mm	JP9	51MM	2Box			
14	Box File	Nandi		50			
15	Brown tape	Wounder 555	3"	12			
16	Brown tape	Wounder 555	2"	12			
17	Cello Tape	Wounder 555	1"	12			
18	Cello Tape	Wounder 555	2"	12			
19	Permenent marker	Camlin		24			
20	Permanent CD-DVD marker	Camlin		12			
21	Permanent Fountain Pen	Camel		24			
22	Whiteboard Marker	Camlin		24			
23	Calculator	Casio		5			
24	Gundpin	Classic		4Box			
25	From Register	J Jain		2			
26	To Register	J Jain		2			
27	Correction pen	Artline		12			

28	<i>Double side Tape 1 INCH</i>	3M		5			
29	<i>battery 9V</i>	Duracel	9V	10			
30	<i>Eraser</i>	Apsara		2Box			
31	<i>Fevi Stick</i>	<i>Fevi Stick</i>		15			
32	<i>Fevi Kwik</i>	<i>Fevi Kwik</i>		20			
33	<i>Fevicol Small</i>	<i>Fevicol Small</i>		10			
34	<i>Flat File</i>	A-one		20			
35	<i>Flair Ball Black pen</i>	Flair Ezee		24			
36	<i>Flair Ball Blue Pen</i>	Flair Ezee		24			
37	<i>Folder Leafs / protector sheets</i>			40			
38	<i>Highlighter pens</i>	Flair		24			
39	<i>Canon 337 Catridge</i>	Cannon	337	4			
40	<i>HP 680 Black Catridge</i>	HP	680	4			
41	<i>HP 680 Tri color Catridge</i>	HP	680	4			
42	<i>HP 88A Catridge</i>	HP	88A	4			
43	<i>HP 77A Catridge</i>	HP	77A	4			
44	<i>L Folder</i>	SPS		24			
45	Ball Pen	Hauser		50			
46	Note Pad	Aone		40			
47	Stapler	Kangaro		8			
48	Punching Machine	Kangaro		2			
49	Sticky Notes Tricolour			4			
50	Sticky Notes			4			
Housekeeping Items							
	Item Description	Brand	Size	Qty	Price	Gst	Total Price
51	<i>All out machine</i>	All Out		6			
52	<i>All out refill</i>	All Out		12			
53	Harpic	Harpic	5 ltr	4			
54	Lizol	Lizol	5 ltr	4			

55	Diswash Soap	Vim		12			
56	Dishwash Gel	Vim	1Ltr	4			
57	Mop Refill	999		5			
58	Air Freshner	Odonil		6			
59	Air Blocks	Odonil		6			
60	Handwash	Dettol	500 ML	12			
61	Cleaning Cloth	Microfiber		10			
62	Cloth washing Powder	Surf Excel	1 KG	2			
63	Mosquito Spray	Hit Black		6			
64	<i>Garbage Cover</i>	Shalimar	L, XL, 2XL	2Box Each			
65	ultra pads	Whisper		4			
66	<i>Hard Broom</i>	Monkey		4			
67	<i>Sanitizer</i>	Sanitizer	5Ltr	2			
68	<i>Hand Cloves</i>	Nitrex		2Box			

The above-mentioned table contains the fixed price of the products to be supplied to the Foundation during the term of this Contract, Escalation of Price: Variation of 10% with market fluctuation to be discussed and prices to be amended accordingly.

3. Requirement:

- Stationery supplier within Bangalore
- Wholesaler and delivery within 2 days.
- Minimum stock maintenance.

4. Timelines:

Contract Period is 1 Year of 1st April 2024 - 31st March 2025.

5. Selection Criteria:

- Suppliers should consistently provide high-quality products
- Suppliers should have 3-year Experience in same field
Suppliers should have a track record of delivering products on time without delays.
Required Offer competitive pricing and cost expectations.
- Required stock availability and arrange short period

6. Payment Terms:

15 to 30 days credit of supply, In Monthly basis

7. To apply

Interested Supplier / organisations, with relevant experience (please include samples and/or references of the previous similar work as proof of experience) and based out of Bangalore are requested to reach out with a detailed budgets including (with break-ups and explanation), timelines, required documents and track record submit the same to google form <https://forms.gle/7j89vJeiL1Nz8Q166> on or before 25th April 2025.

Any further queries please write to procurement@selcofoundation.org with a subject line: “**Call for Office Stationery Supplier**” (Name of Project).